

**Table 1.0**  
**Encroachment Permit Application package submittal Requirements**

The Encroachment Permit Application package should contain the following information (when applicable) listed below:

**A California Registered Engineer, except for Utility Plans, shall sign and stamp submitted plan set sheets.**

Six sets of folded plans are required, in dual units (english and metric) or in metric units shall be submitted within the package, utility plan sets may be in english units.

1. Index Map (location, North Arrow, scale and index)
2. Site plan
3. Cross sections and profiles of trenches, roadway or other improvements
4. Contingency plans (dealing with encounters of contamination)
5. Detail Sheets
6. Drainage plan
7. Electrical plans
8. Environmental documentation
9. Grading plan
  - a) Contour grading plan
  - b) Profile and super-elevation plan
10. Hydrology map and calculations
11. Landscaping
  - a) Existing and proposed
  - b) Irrigation facilities
12. Materials (lengths and sizes of proposed conduits, pipes or improvement)
13. Planting and irrigation plans
14. Street improvement plan
  - a) Distances (centerline to edge of pavement, centerline to proposed improvement, property lines, State R/W lines)
  - b) Existing pavement (lane lines, shoulders, curbs & gutters, sidewalks, elevations - invert and top)
  - c) Striping plan
  - d) Signal & Lighting plan
  - e) Traffic control plan
15. Storm Water Pollution Control plans
16. Structural plan and calculations
17. Traffic impact data
18. Utility plan
  - a) Existing utilities and proposed (differentiation between existing and proposed, elevations - invert and top, clearances)
19. Notes
  - a) General notes
  - b) Construction notes
  - c) Material notes
    - i) Types
    - ii) Quantities
    - iii) Locations